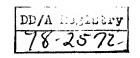
## ADMINISTRATIVE - INTERNAL USE COLY Approved For Release 2004/08/02 : CIA-RDP81-00261R000300039967-3



28 JUN 1978

MEMORANDUM FOR: Acting Deputy Director for Administration

VIA:

Chief, Budget Staff, DD/A

STATINTL

FROM:

Executive Officer, OL

SUBJECT:

Request for Increase in FY 1978 External Training Fund Ceiling

- 1. The Office of Logistics (OL) requests your approval to raise the present OL ceiling of \$46,000 for subobject class 2515 (Training-External) to a new figure of \$51,000 for fiscal year 1978. We feel this is necessary in order to accomplish our programmed goals of professional training for our personnel as well as to encourage continued self-improvement and upward mobility through employee-initiated training requests.
- 2. Our remaining external training funds are fully committed to existing training plans previously submitted by our operating divisions. There are other courses, however, that we strongly feel should be authorized in this fiscal year. In our present situation, the lack of funds would require us to disapprove such training as "Safety Inspector Training" for our Depot Safety Officer; "DOD Disposal Policy" for a Supply Division employee; training in offset photography, offset stripping, and negative work for our Printing and Photography Division personnel; "Contract Law" for a member of Procurement Division; and academic courses in "Quantitative Factors in Administration" and "Principles of Real Estate," as well as others.
- 3. Your approval to raise the ceiling by \$5,000 will allow us to accomplish these training goals. There are sufficient OL monies available to fund the ceiling increase. OL has complete records of actual and projected training by

STATINTL

## Approved For Release 2004/08/02 CIA-RDP81-00261R000300030007-3

SUBJECT: Request for Increase in FY 1978 External Training Fund Ceiling

course, individual, and functional component. information is required, please contact me. If further

STATINTL

APPROVED:

Acting Deputy Director for Administration

DISAPPROVED:

Acting Deputy Director for Administration

29 JUN 1978 DATÉ:

Distribution:

Orig - Return to OL/P&TS (Official)
2 - A-DDA Subject
1 - C/BS/DDA

Approved For Release 2001#	OUTING	G AND	RECOR	D SHEET 78-2572
SUBJECT: (Optional)			<del></del>	and the state of t
Request for Increase i	n FY	1978 Ex	ternal	Training Fund Ceiling
FROM:			EXTENSION	NO.
Executive Officer, OL				DATE
STATINTL		8204	2 8 JUN 1978	
TO: (Officer designation, room number, and building)	D/ RECEIVED	FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from to whom. Draw a line across column after each comm
Chief, Budget Staff, I 7D02 Headquarters	D/A <sub>29</sub>	JUN 197	B A	1 to 5.
2				Mike:  O/DDA has an estimated surplus in external training
3				funds (\$28,000 budgeted, \$13,000 used). I have checked with Deland we could transfer \$5,000 of
4. Share a second		17.14	12	our training authority to
EO/DDA	. 6,	129	0	Logistics if you want to approve Log memorandum. O/DDA would st
5.Acting Deputy Director for Administration 7D24 Headquarters		1978	m.	retain flexibility in its own account.
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